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Forms Management

Approved For Release 2005/08/16 : CIA-RDP70-00211R000500130021-8

STAT

5 February 1962

MEMORANDUM TO: Chief, DSCB/OL
Attention: ☐

STAT

Subject: Form 361 to be made Obsolete

1. Form 361 is to be made obsolete when present supply is depleted. Form 610, Routing and Record Sheet will be used in its place.

2. Per our telephone conversation of today, ☐ has in stock 67,000 Forms 610 which have no GPO markings. These forms should be set aside and used exclusively as Form 361 replacements. It is imperative that no Forms 610 be sent overseas which have GPO or other identifying marks on them.

STAT

3. See attached memorandum from BDP/RMO.

☐
Records Officer

STAT

Attachment

APPROVE

☐
Records Administration Officer

2/6/62
Date

cc:

☐
Forms Administration
RAO Copy (Rec Mgmt ☐
Forms Management)

RAO/DDS/FMA/☐ fms (6 Feb '62)

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